

## **INSURANCE REQUIREMENT INFORMATION**

To All Community Development Agency Subgrantees:

The following insurance limits and coverages are required of your project(s):

- Commercial general liability insurance policy with a combined single limit B.I./P.D. of \$500,000.
- If automobiles are used in the performance of your program descriptions, you are to acquire automobile liability insurance of \$250,000/\$500,000 for Bodily Injury, \$100,000 Property Damage, or a policy having a combined single limit of \$500,000 B.I./P.D. Also designate whether or not the vehicles being used in the performance of the project are owned, hired, or non-owned.
- State of Wisconsin requires minimum statutory limits of Workers Compensation.
- Waukesha County its Boards, Commissions, Agencies, Officers and Employees to be named as additional insurance on the Commercial General Liability policy.
- Policy numbers are required on the Certificate of Insurance.
- The Cancellation Clause on your Certificate of Insurance should read as follows:

Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left.

All other words in the standard clause should be crossed out.

If your parent corporation is receiving more than one grant, then your limits have to match the combined total of the grants received.

If you have any further questions regarding this communication, please contact Kristin Silva at 896-3370 or Ms. Laura Stauffer, County Risk Manager at 548-7852.

- Please submit a copy of your Certificate of Insurance when returning your executed CDBG contract.
- Municipalities must be covered under Wisconsin Statute or be “self-insured.”